

CMS-M73-0046
15 May 1973

TO : Executive Assistant, OC

SUBJECT: CMS Management Functions Which Lend Themselves to the
Application of ADP Techniques

REF : First Meeting of the ADP Application Committee - 8 May 73

25X9

1. Contained below is a list of management functions currently performed by CMS which could be assisted materially by the application of ADP techniques. By far the most important of these functions would be to obtain computer support in the time consuming task of determining the assignments of the roughly [REDACTED] people under the career cognizance of CMS, most of whom rotate every two or three years. This support would require a data base containing a detailed profile of each individual and each assignment requirement in order that these two elements could be matched on a monthly basis. Much of this data is already in the computer bank for use in the publication of manning tables although it would have to be significantly augmented. This same data base could also be programmed to assist us in the following separate but related management functions which are presently performed manually:

- a. Provide a periodic personnel listing of individuals who are in a "hold" status and cannot be assigned overseas.
- b. Provide a periodic listing of people who are not properly slotted by grade or panel.
- c. Provide a periodic listing of personnel who are single or married with no children.
- d. Provide an annual list of personnel by panel and grade who are eligible to be CEL'ed.
- e. Provide an annual list of all positions which are expected to be vacant during the following year for dissemination to the field.

2. In addition there are a number of other personnel management areas which because of the lack of easily available data have never been examined and, which if investigated, could result in a significant improvement in our personnel planning and possible savings of personnel funds and

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positions. Examples of these areas which could be explored in depth with computer assistance are:

a. Determine the monthly rotational pattern of personnel and how this pattern affects the amount of time spent by individuals between overseas tours on home leave, technical training, processing, [REDACTED]

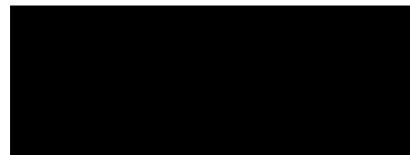
25X1C

It is our view that such a study would indicate a need to take action to bring more closely into balance the number of persons who rotate each month throughout the year. Such action might affect the number of pipeline and Development Complement positions we now require as well as to allow us to more effectively schedule training for returnees at [REDACTED]

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b. Determine the number of personnel who receive assignments in accordance with their first, second or third choice on their CSA.

c. Determine the number of personnel who extend at their post for a third year.



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CCD-M-73- 204

16 MAY 1973

MEMORANDUM FOR: Chairman, ADP Applications Committee

SUBJECT : ADP Requirements

1. As requested at the 8 May meeting of the OC ADP Applications Committee, the requirements for Computer assistance for the Covert Communications Division are as follows:

a. Programs required by CCD to manage Covert Communications Division assets.

III (1) FRASA - A program which accounts for covert in-use equipment, frequency and concealment devices.

25X1A Page IV (2) Frequency Register - Index of [REDACTED] freqs in-use.

(3) Keyset - Generates key-settings for the RS-523 voice privacy equipment.

(4) REGION - Position planning and signal planning production/accounting.

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[REDACTED]

Equip III (6) ICER - Issued Covert Equipment Register.

b. Programs required to satisfy requirements outside CCD.

STATSPEC Prop IV PROPCAST - Produces Frequency Propagation Predictions for SCD, [REDACTED] and occasionally other Agency users.

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CCD-M-73- 204

15 MAR 1973

c. Programs required by CCD from other
OC offices:

IV Proc TOP SECRET INVENTORY
IV Proc Contract Information System
III Equip Equipment Inventory [REDACTED]
Equip Allocation 26 Inventory
(stock status run) OL
Equip Allocation 21 Inventory
(stock status run) OL

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2. Requirements for new ADP applications include:

- proc
I proc
proc
- a. Troubleshooting program for technicians.
 - b. Current Design Programs for engineers.
 - c. Automated drafting for current design layout.

3. Additional requirements for ADP support to existing programs and projects are being solicited throughout the Division. If additional requirements surface, they will be submitted through the CCD representative to the Chairman of the ADP Applications Committee.

[REDACTED]
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Chief, Covert Communications Division, OC

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Personnel

a. Determine the monthly rotational pattern of personnel and how this pattern affects the amount of time spent by individuals between overseas tours on home leave, technical training, processing, [REDACTED] 25X1C
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c. Determine the number of personnel who extend at their post for a third year.

[REDACTED] 25X1A

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MEMORANDUM FOR: Executive Assistant, OC
FROM : Chief, Records Control Staff, OC
SUBJECT : ADP Reports

1. OC-RCS ADP Reports

IV
Annual Top Secret Inventory to all OC Headquarters and Field components holding Top Secret documents are prepared by OC-RCS.

2. Internal OC Reports used by OC-RCS

II
Quarterly OC Manning Tables for deposit to Vital Documents prepared by OC-A.

II
Semi-annual Cryptographic Inventory  25X1A
prepared by OC-CS.

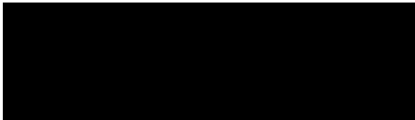
3. External Reports used by OC-RCS

II
Monthly Personnel Status reports used for routing OC correspondence are prepared by DDM&S/OP (OC-RCS receives one listing by name, one by panel, and the OC-RCS section of the T/O).

4. Proposed ADP Reports

II
Monthly Pseudonym listing by component and a True name listing by component would be prepared by DDO/Cryptic Reference.

IV
Annual OCHB-F 5.10.1, Index of OC Documents, *to be* prepared by OC-CCD.

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OCO-m 73-083

MEMORANDUM FOR: Executive Assistant, OC
SUBJECT : OC-O ADP Applications

1. The following comments on the use of ADP for OC-O requirements are in response to your request at the OC ADP committee meeting 8 May.

2. The OC-O Staffs do not originate any reports or maintain records that would be applicable for Automatic Data Processing. However, in our day to day liaison with the Operations Directorate and as focal points for inquiries concerning overseas activities, we do have a need for quick access to up-to-date information on all aspects of OC operations.

I A II
III 3. Information contained in CATRAN, CORF's, CFR's, FRASA, Brief Post Reports and Manning Tables is used frequently. Also, access to information on current availability and cost of specific items of covert communications equipment would be valuable. Most of this information is available in one form or another which in general is adequate to meet our requirements. However, in the interest of more efficient operations and timely responses to our customers, it is recommended that the committee consider the foregoing reports for possible automation.
IV

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Chief, Operations, OC

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